



Res Med Aide (CNA)

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First Name xxxxx
Last Name xxxxx
Position Code 065M
Position Name Res Med Aide (CNA)
Department Code 7310
Department Name Assisted Living
Facility Name The Shores
Manager Name xxxxx
Employee Number xxxxx
FLSA status xxxxx
EEOC xxxxx

Template Used: Staff Performance Review Template

Weights - (Total: 100%)

POSITION SUMMARY

The purpose of this position is to administer medications to the residents of the Memory Support Residence.

RISK RATING

Medium

MISSION, VALUES AND BEHAVIORAL EXPECTATIONS

1. **Support, uphold and maintain the mission and** values of the United Methodist Communities and promote the Communities in a positive manner in all interactions within and outside the community. Demonstrate loyalty to and pride in the community, its associates, residents and guests.
2. **Respect and safeguard the confidentiality of information** including HIPAA, regarding residents, associates and guests.
3. **Project a professional and caring** demeanor when interacting with residents, family members, guests and associates.
4. **Maintain a clean, neat and orderly environment.** Use equipment, supplies and other materials in a responsible and cost effective manner.
5. **Demonstrate teamwork** when interacting with other associates throughout the organization. Show respect for self and others in language, dress and behavior.
6. **Initiate prompt and appropriate action/follow-up** to problems and issues.
7. **Anticipate needs of residents, guests and associates in a proactive fashion;** seek to meet the needs promptly and courteously.
8. **Welcome suggestions and new ideas as an opportunity** to learn, grow and improve services.

POSITION REQUIREMENTS

Minimum Education:

- High School Diploma or equivalent

Preferred Education:

Minimum Applicable Experience:

- Must have at least one (1) year experience working directly with people who suffer from dementia and/or Alzheimer's Disease.
- Must be able & willing to complete specific training in the care of the MSR resident.

Preferred Applicable Experience:

Minimum Professional Membership, Licensure, Certifications:

- Current New Jersey Certified Nursing Assistant Certification in good standing.
- Must possess certification from NJDOHSS approved Medication Administration Course.

Preferred Professional Membership, Licensure, Certifications:

- Must meet all state & federal requirements for the position.
- Must complete or prove completion from NJDOHSS approved Medication Administration course.
- Must maintain certification as required by state regulations.

General Working Conditions:

- Typical Office environment, regular travel is expected in this position.

Physical Demands:

- Physical Requirements Form: Heavy Work Requirements

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Must possess excellent written and oral communication skills and the ability to communicate effectively with all levels of personnel and external customers.
- Must be able to work as a team player and collaborate with community and senior leadership in a matrix organizational structure.
- Must possess good judgement and excellent problem-solving skills.
- Must demonstrate excellent interpersonal skills.
- Must demonstrate strong organizational skills and the ability to multi-task.
- Must demonstrate excellent analytical abilities and be able to respond to inquiries and concerns from associates, residents and other customers or members of the community.
- Must demonstrate the values and mission of United Methodist Communities.

Machines, Tools, Equipment, Electronic Devices, Computer Software, etc. use:

- Ability to operate a motor vehicle in accordance with company policy.
- Ability to use common office equipment such as: telephone, fax machine, computer and copier.
- Computer programs including MS Office and Outlook.

PHYSICAL REQUIREMENTS

Position Physical Requirements:

Heavy Physical Requirements - Frequent Lifting and carrying of articles less than or equal to 35 pounds and occasional lifting and carrying of articles greater than 35 pounds with the assistance of a device or lift. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work.

Number of hours per day, based on a 7.5 or 8 hour full time equivalent day, associate is required to be able to:

- Sit: 1.5
- Stand: 4
- Walk: 2
- Drive: 0

Associate is required to:

- Lift 1-10lbs - Frequent (67%-100%)
- Lift 11-25 lbs - Frequent (67%-100%)
- Lift 25-35 lbs. - Frequent (67%-100%)
- Lift more than 35 lbs with assistance or device to max lift of 35 lbs per person - Occasional (34%-66%)
- Carry 1-10 lbs - Frequent (67%-100%)
- Carry 11-25 lbs - Frequent (67%-100%)
- Carry 25-35 lbs. - Frequent (34%-66%)
- Carry more than 35 lbs with assistance or device to max lift of 35 lbs per person - Occasional (34%-66%)
- Push/Pull - Frequent (67%-100%)
- Climb/Balance - Frequent (67%-100%)
- Stoop/Squat - Frequent (67%-100%)
- Kneel - Frequent (67%-100%)
- Twist/Pivot - Frequent (67%-100%)
- Bend - Frequent (67%-100%)
- Reach above shoulders - Infrequent (1%-33%)
- Grasp objects - Frequent (67%-100%)
- Manipulate small objects - Frequent (67%-100%)
- Crawl - Occasional (34%-66%)
- Move machinery - Frequent (67%-100%)
- Do repetitive hand movement - Never
- Do repetitive foot movement - Never

Other:

- Perform assisted transfers

PERFORMANCE REVIEW INSTRUCTIONS

The Associate Performance Review has three components:

1. Mission, Values and Behavioral Expectations

Review the observations you made of the associate's work behavior throughout the entire past year. Use your notes to help you rate how frequently the associate exhibited each of the behaviors which demonstrate UMC's values of compassion, respect, stewardship and service.

2. Key Results Accomplished Based on Job Description

Select up to four key results and their metrics from the associate's job description and copy them into the table provided. For each, rate whether the associate exceeded, met, or did not meet expectations for accomplishing the key results required as part of his or her job.

3. Developmental Goals

First, ask the associate to suggest up to three goals that he or she will strive to achieve during the upcoming year. The goals should be linked to current job activities, behaviors that support our mission and values, or new skills that could enhance the associate's future potential at UMC NJ. Second, if the associate's goals are reasonable and achievable you may use them, revise them or agree to alternate goals. After you have discussed and agreed to the goals, use the space provided to list the goals, the specific activities required to achieve them, and the expected completion date.

PERFORMANCE RATING KEY FOR MISSION, VALUES AND BEHAVIORAL EXPECTATIONS

- **Always/Almost Always** (more than 80% of the time)
- **Often** (much more than half the time, e.g. 61-80% of the time)
- **Occasionally** (about 36-60% of the time)
- **Rarely** (much less than half the time, e.g. 20-35% of the time)
- **Never/Almost Never** (less than 20% of the time)
- **Not Rated** (don't know, not applicable, not enough information)

MISSION, VALUES, AND BEHAVIORAL EXPECTATIONS

50%

The UMC mission is compassionately serving in community so that all are free to choose abundant life. Our vision is growing through creativity, innovation and gracious hospitality. Our key values are compassion, respect, stewardship and service. All associates are expected to behave in ways that support, uphold and maintain the mission, vision and values as well as the strategic goals of UMC.

Compassion: Demonstrating love in our daily interactions

1. Is welcoming and easily approachable; hospitable.

☐ Always ☐ Often ☐ Occasionally ☐ Rarely ☐ Never ☐ Not Rated

2. Focuses on the needs of residents, family members and/or other UMC associates; anticipates their needs and responds promptly to meet them.

☐ Always ☐ Often ☐ Occasionally ☐ Rarely ☐ Never ☐ Not Rated

3. Shares ideas and information willingly; listens attentively; displays understanding, empathy and sensitivity when communicating with others.

☐ Always ☐ Often ☐ Occasionally ☐ Rarely ☐ Never ☐ Not Rated

Respect: Seeing and valuing sacred worth

1. Respectful, courteous and non-judgmental toward all persons regardless of their beliefs, background, age, gender, ethnicity, etc.

☐ Always ☐ Often ☐ Occasionally ☐ Rarely ☐ Never ☐ Not Rated

2. Follows through and keeps commitments. Dependable; can be trusted to do the right thing.

☐ Always ☐ Often ☐ Occasionally ☐ Rarely ☐ Never ☐ Not Rated

3. Takes responsibility for own actions; doesn't get defensive or blame others for mistakes.

☐ Always ☐ Often ☐ Occasionally ☐ Rarely ☐ Never ☐ Not Rated

4. Adheres to compliance standards; upholds all applicable laws, rules and regulations affecting the organization. Upholds legal and regulatory privacy and security standards including HIPAA.

- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
5. Maintains acceptable attendance and punctuality. Provides proper notice of foreseeable problems.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated

Stewardship: Faithfully managing the resources entrusted to us

1. Uses money, supplies, equipment and other materials in a cost-effective manner; maintains a clean and orderly environment; avoids wasting resources.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
2. Open to change; finds more effective ways of doing things. Supports organizational initiatives; improves processes.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
3. Accepts suggestions and new ideas as opportunities to learn, grow and improve own performance.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
4. Completes all assigned education in a timely manner.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
5. Works efficiently; manages time well and meets deadlines.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated

Service: Finding joy in caring

1. Projects a positive, enthusiastic attitude in their work.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
2. Takes initiative to serve others; goes "above and beyond". Finds ways to recover and "make things right" when needed.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
3. Serves, supports and communicates with other associates to accomplish common tasks and reach goals; a cooperative team member.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
4. Completes assignments thoroughly and correctly with appropriate supervision. Maintains high work quality, even under pressure.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated
5. Displays a clear understanding and ability to perform the assigned job responsibilities. Learns new skills and acquires needed knowledge.
- ☐ Always
 ☐ Often
 ☐ Occasionally
 ☐ Rarely
 ☐ Never
 ☐ Not Rated

PERFORMANCE RATING KEY FOR ESSENTIAL FUNCTIONS

- 5 - Achieved the best possible results (exceeded all expectations)
- 3 - Achieved expected results (met expectations)
- 1 - Did not achieve expected results (did not meet expectations)

ESSENTIAL FUNCTIONS (Specific Tasks/Duties)

50%

1. Assumes the responsibility of showing respect to all other persons in their community.
- ☐ Achieved the best possible results
 ☐ Achieved expected results
 ☐ Did not achieve expected results
- Why/In Order To**
- To meet UMC policy objectives for household model of care
- How Measured**
- Performance evaluation
2. Assumes the responsibility of being welcoming to associates, volunteers and residents.
- ☐ Achieved the best possible results
 ☐ Achieved expected results
 ☐ Did not achieve expected results
- Why/In Order To**
- To meet UMC policy objectives for household model of care
- How Measured**
- Performance evaluation
3. Administers or supervises self-administration of medications as delegated by the RN and documents appropriately.
- ☐ Achieved the best possible results
 ☐ Achieved expected results
 ☐ Did not achieve expected results
- Why/In Order To**
- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines
- How Measured**
- Medication observation
4. Communicates residents' responses to medication to the RN.
- ☐ Achieved the best possible results
 ☐ Achieved expected results
 ☐ Did not achieve expected results
- Why/In Order To**
- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines
- How Measured**
- Medication Observation and documentation
5. Checks in and puts away pharmacy orders.
- ☐ Achieved the best possible results
 ☐ Achieved expected results
 ☐ Did not achieve expected results
- Why/In Order To**
- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines
6. Administers finger-stick blood sugars as directed by the RN
- ☐ Achieved the best possible results
 ☐ Achieved expected results
 ☐ Did not achieve expected results
- Why/In Order To**
- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines
- How Measured**
- Medication observations
7. Administer insulin pen as directed by the RN
- ☐ Achieved the best possible results
 ☐ Achieved expected results
 ☐ Did not achieve expected results
- Why/In Order To**
- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines
- How Measured**
- Medication observation and Insulin pen competency

8. Successfully pass the medication pass observations as required by the community and state certifications program.

☐ Achieved the best possible results ☐ Achieved expected results ☐ Did not achieve expected results

Why/In Order To

- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines

How Measured

- Medication observation and competency

9. Prepares and administers prescribed medications to residents under the supervision of a licensed RN, and in compliance with all Facility policies and procedures and state regulations governing the administration and documentation of medication.

☐ Achieved the best possible results ☐ Achieved expected results ☐ Did not achieve expected results

Why/In Order To

- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines

How Measured

- Medication observations
- Survey

10. Recognizes and adheres to the six (6) rights of medication administration.

☐ Achieved the best possible results ☐ Achieved expected results ☐ Did not achieve expected results

Why/In Order To

- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines

How Measured

- Medication observations

11. Observes records and reports to the RN/Staff Nurse symptoms and conditions of residents that could be related to medication interactions, adverse drug reactions or medication side effects.

☐ Achieved the best possible results ☐ Achieved expected results ☐ Did not achieve expected results

Why/In Order To

- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines

How Measured

- Medication audits
- Survey

12. Communicates to residents, staff and others in accurate and factual manner and seeks clarification from or refers questions to the RN when indicated.

☐ Achieved the best possible results ☐ Achieved expected results ☐ Did not achieve expected results

Why/In Order To

- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines

How Measured

- Medication observations and MAR audits

13. Follows work schedule and completes assigned tasks according to UMH's established policy and procedure

☐ Achieved the best possible results ☐ Achieved expected results ☐ Did not achieve expected results

Why/In Order To

- To meet UMC policy objectives for safe medication administration practices within a household model of care and state guidelines

How Measured

- Medication Audits and observations

14. Understands the medication delegation process and the limitations of the CMA role

☐ Achieved the best possible results ☐ Achieved expected results ☐ Did not achieve expected results

Why/In Order To

- NJ CMA guidelines are maintained

How Measured

- Medication observation, Survey

NON-ESSENTIAL FUNCTIONS

Perform other duties as assigned or as responsibilities dictated.

SUPERVISOR

Where associate's performance did not meet expectations, please explain how it fell short and what should be done differently in the future.

☐ Click to Enter Response ☐ Not Applicable

GOALS

Did associate meet any development goals assigned during this cycle?

☐ Yes ☐ No ☐ Not Applicable

JOB DESCRIPTION ACKNOWLEDGEMENT

I have reviewed this position description and understand the performance standards that are expected of me. I understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time as needed. I also understand that this job description in no way constitutes an employment contract and that I am employed at-will.

SIGNATURE

Associate signature does not necessarily indicate agreement but acknowledges that the appraisal has been discussed with associate.

